

INSTRUCTIONS TO COMPLETE INDIVIDUAL EMPLOYMENT PLAN-TAA

- 1) Please read and complete the Individual Employment Plan accurately and in detail as possible. This employment plan is used to develop a plan to follow through program services and assist in returning individuals to the workforce.
- 2) You must register with Focus Career before any services are available to you through WIA/TAA. This allows you to be matched to job openings based on your skills and experience. You must be entered in this system to be considered for the program. You can register online at <https://focuscareer.ky.gov> or at your local Career Center.
- 3) Males born on or after January 1, 1960 please provide a printout of your Selective Service number. You can obtain this by going to <http://www.ss.gov> and following instructions or ask Career Manager for assistance.
- 4) **Required:** If you have served in the military, please attach a copy of your DD-214.
- 5) **Required:** Attach a resume indicating your current and/or previous employers and job skills. If you do not have a resume, please complete a resume on Focus Career. Resume assistance is provided at your local Career Center. You may print a resume from your registration with Focus Career.
- 6) **Required:** You must attach your most recent job searches from the last 6 weeks minimum to show your employment searches.
- 7) **Required:** You will be referred to your local Adult Education Center to take the Test of Adult Basic Education (TABE) Version 9&10 test. Test results must be less than 12 months old. You may be asked to also take the National Career Readiness Certificate (NCRC), also given at your local Adult Education.
- 8) **Required:** Your career manager will be issuing a Career Scope Assessment. This assesses your aptitude and abilities as well as career interests.
- 9) If you wish to apply for additional Financial Aid you may do so on-line at www.fafsa.ed.gov.
- 10) If currently/previously enrolled in school, please include any college transcripts.
- 11) All training programs are subject to the availability of funds and may cease at any time if funds are not available.
- 12) For certain training programs criminal background checks and driving records may be required before eligibility is determined.

**CUMBERLANDS
WORKFORCE INVESTMENT AREA
INDIVIDUAL EMPLOYMENT PLAN-TAA**

General Information:

Name: _____ SS#: ____ - ____ - _____

Mailing Address: _____

Residential Address: _____

City/State/Zip: _____

County: _____ E-mail: _____

Phone: ____ - ____ - _____ Cell Phone Number: ____ - ____ - _____

Birth Date: ____ - ____ - _____ Age: _____

Military Service: (check/list all that apply)

Military Service: Yes No Dates: _____

Veteran Disability: Yes No

Copy of DD-214: Yes No

Referral to Veteran's Program: Yes No

Background Check:

Have you ever been convicted of a felony or misdemeanor? Yes No

Please Explain: _____

Transportation:

Do you have reliable transportation arrangements to get to work/school? Yes No

If no, please explain how you will get to work/school. _____

Please list names, birthdates and relationship of all family members living in you home and include yourself. (related by blood, marriage, or adoption)

Name	Relationship	Birthday

Employment Information:

Are you currently employed? _____ If yes, Full Time_____ Part Time_____

How many hours per week do you work?_____

If you are unemployed, please list date of layoff?_____

Do you have a physical or mental impairment that results in a substantial barrier to employment?
 Yes_____ No_____

Have you registered in Focus Career in your local OET office? Yes No If no, then registration must be completed to continue.

Please print a resume and attach from Focus Career.

Have you conducted any job searches? Yes No

Please supply a copy of job referrals list from OET Focus Career. This can be obtained at any Career Center or affiliate site from OET, WIA or Trade staff.

Current Job Skills:

Please list any skills/experience/training/certifications you obtained from previous employment:

Potential Employment Opportunities in Labor Market matching current skills:

Identify potential employers in the labor market that are hiring and match current skill sets:

What type of employment have you recently been seeking? (Please be specific) _____

Employment History:

Full-time, Part-time, and Internship Experiences. List most recent first.

Position/Job Title _____ Dates _____ to _____

Employer _____ Location _____

Responsibilities/Accomplishments (be specific) _____

Reason for Terminating Employment: _____

Wages at Time of Departure (hourly, monthly) _____

Position/Job Title _____ Dates _____ to _____

Employer _____ Location _____

Responsibilities/Accomplishments (be specific) _____

Reason for Terminating Employment: _____

Wages at Time of Departure (hourly, monthly) _____

Position/Job Title _____ Dates _____ to _____

Employer _____ Location _____

Responsibilities/Accomplishments (be specific) _____

Reason for Terminating Employment: _____

Wages at Time of Departure (hourly, monthly) _____

Education Information:

Last grade completed: _____
High School Diploma: _____ GED: _____ Year Received: _____
Issuing Institution: _____
Associate: _____ Bachelors: _____ Master's _____ PhD _____ Year Received: _____
Major _____
Issuing Institution: _____

Vocational/ Apprenticeship Training: _____
Certifications/License: _____ Issue Date: _____
Issuing Organization: _____ State: _____

TRAINING

Currently Attending School: Yes No
Start Date: _____
School: _____
Area of Study you are pursuing: _____
Projected Graduation Date: _____

NOTE: A copy of transcripts and/or credentials must be presented at the time this document is reviewed.

If you are requesting TAA approved training please complete this section and attach all required information.

What career field(s) are you interested in pursuing? _____

Please list any skills/experience/training/certifications needed to succeed in the career of choice.

Is selected career in a high demand occupational field in labor market? Yes No If yes, identifies potential employers. _____

NOTE:

You may research local Labor Market Information for high demand occupations and industry growth. In order to submit a request for approved training, you must submit documentation for job availability and growth in your occupation. (Note: this information may be researched at www.kylmi.ky.gov, Step 1- Wage Data, Step 2-Labor Market Facts, Step 3- What occupations are predicted to have the most future job openings in an area?, Step 4- Select Specific Area, Step 5- Continue, this should be a list of the top twenty-five occupations in the State of Kentucky or your specific county.

No TAA training can be approved that leads to self-employment.

Financial Information:

Family Household Financial Planning Worksheet

Please indicate the total number of members in your household: _____

Income Source	Current per month
1. Household income from current salaries	
2. Income from odd jobs (Farm Work, etc.)	
3. Gifts/loans from others	
4. Welfare assistance	
5. Food stamps	
6. Unemployment Insurance	
7. Other	

Total Income: _____

Expenses	Amount Per month
Rent/mortgage	
Gas/Electric	
Sewage/garbage	
Food	
Car Payment(s)	
Gasoline	
Cable TV	
Newspaper	
Credit card payments	
Auto insurance	
Telephone	
Child Care	
Child Support	
Medical/Dental	
Clothing	
School Loans/Total amount owed	

Total Expenses: _____

Consider your source of income during training. This is very important because if you are determined eligible, you will be required to attend school full-time. If you are currently receiving unemployment insurance, you must know what you plan to do when the unemployment runs out and no longer have that income. TAA program approval will be based on ability to complete approved training within allowed training weeks per individual layoff and petition information.

***PLEASE INDICATE IF YOU ARE RECEIVING ANY OF THE FOLLOWING SERVICES. PLEASE CHECK APPROPRIATE BOX AND PROVIDE PROOF OF BENEFIT.**

Unemployment Insurance		TANF		Vocational Rehabilitation	
Child Care		SSI-Supplemental Security		Adult Education	
Medical Card		Food Stamps		Sr. Employment Program	
Veteran's Assistance		Section 8 Housing		Migrant Worker	
Retirement Pension		PELL/CAP/KEES/Scholarships		GI Bill	
Other Services/Programs: (List)					

1. If your expenses are more than your income how will you make ends meet while in training?

2. Are your living expenses more than your income? Yes No

3. Will your income remain the same during the entire time you are in training? Yes No
If not, explain: _____

Explain any changes: _____

USE AND CONFIDENTIALITY

To the customer: The information being collected, described your background and circumstances will be stored in a computer system servicing Kentucky. All information is treated as STRICTLY CONFIDENTIAL. The purpose of this form is to collect and maintain accurate information on all applicants to the WIA funded program. This is a requirement set forth by the Department of Labor, which is the funding source for this program. I certify that the information provided is true to the best of my knowledge. I am also aware that the information I have provided is subject to review and verification and I may have to provide documents to support this application. I am also aware that I may be subject to immediate termination if I am found INELIGIBLE AFTER ENROLLMENT and may be prosecuted for fraud and/or perjury. I allow release of this information for verification purposes and understand that it will be used to determine eligibility. (Federal Regulations 20 CFR 676.75-3b III)

NEED TO TRAIN CRITERIA

Is suitable employment available with current skills?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Would the customer benefit from training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is there reasonable expectation of employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is training reasonably available?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the customer qualified to undertake and complete training?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is training suitable and available at a reasonable cost?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

***All criteria must be met to justify the use of Trade funding for training.**

****All criteria must be documented in the client's file.**

*****By signing below I understand that this employment plan will be evaluated for approval or disapproval based on the information provided. All TAA clients must demonstrate a need for training, a reasonable ability to complete training and employment opportunities at a self-sustaining wage in the career field desired.**

I attest that the information provided is true to the best of my knowledge. I am aware that I am subject to immediate termination if I am found to be ineligible after enrollment, and that I will be held financially liable for any TAA funds expended on my behalf due to the false or misleading information which I provided.

- Approved for training
- Disapproved for training comments: _____

- Additional referrals needed and made to: _____

Client Signature

Date

Career Manager Signature

Date